

Headquarters U.S. Air Force

Integrity - Service - Excellence

Enlisted Aide Special Duty



**CMSgt Doc Murdock &
MSgt Kevin Carpenter**

AFSLMO

22 Aug 04



What it's all about...



Integrity - Service - Excellence



Overview

WHO WE ARE & WHAT WE DO

- Quick background & demographics
- What aides really do...and myths too!

WHERE WE'RE GOING

- Many program changes that will attract more folks

HOW YOU CAN HELP

- Know & Explain “the real deal”
- Look for folks with the “right stuff”
- Connect to aide on your base or MAJCOM



History

“Before you know who you are & where you’re going, you have to know where you’ve been...” Doc Murdock, today, 2004

- PRIOR TO 1946 – Cart Blanc...NO REGS...where/when needed -- **an honor to serve**
- 1955 – All Services authorized “1 aide per star”; some colonel’s authorized – over 3K EAs
- **1977** – Continuous Congressional scrutiny & criticism
 - Proxmire bill/GAO investigation -- DoD initiates ceiling to lower all Svc total auths
- **1979** – Defense Appropriations Act – Aide authorizations limited by GO authorizations
 - Remained virtually constant around 90 AF (300 Service-wide) thru today
-
- **31 Oct 2002** - CSAF approved enlisted aide duty as a Special Duty vice Reporting Identifier
 - Created SDI 8A200 -- implementation of a structured training plan – central funding for training, & implemented Starkey International Institute, “Household Management”
- **Nov 03 - @ CORONA FALL - held 1st U&TW - All MAJCOMs represented**
- **Apr 04 - @ CMSAF's CCM CONF - SDI 8A200 Program Update - 40+ CCMs on board**
- **Bottom-line:** It’s always been an honor to serve military leaders; we ain’t going away...necessary to mission accomplishment.



The Real Deal...

WHAT AIDES DO

- Assist with care of quarters-- focus should be on community areas used for entertaining
- Uniform upkeep
- Care of military personal equipment
- Receive and maintain records of phone calls
- Make appointments
- Plan and execute social functions
- Receive guests/visitors
- Wash vehicles used for official duty
- Yard work

WHAT THEY DON'T DO

- Duties for personal benefit only
- Baby sit
- Driving spouse
- Errands solely to benefit dependents
- Care of dependent's clothing
- Repair of private motor vehicles or boats
- Cater OWC related functions
- Care of non-official quarters
- Myths of pets
 - Can't be a single parent
 - Can't go to college
 - Give up your life
 - Must live on base
 - Can't get promoted



Post Event Celebration!



Integrity - Service - Excellence



SDI 8A200

Demographics

■ DATA POINTS

MANAGEMENT POINTS

■ **TOTAL # / BY GRADE**

- 3 CMSgt/5 SMSgts/28 MSgts = 36 SNCOs 87 Total
 - 35 TSgt/16 SSgts 51 JRNCOS

■ EXPERIENCE

■ SEX & AGE

- Male = 59 (68%) Female = 28 (32%)
 - 24 are over 40, 39 - 30 = 55 & 8 under 30 Average = 36.50 yrs old

NEED NEW YOUNG TALENT!



Where We're Going...

- **STANDARD/INSTITUTIONALIZED TRAINING**
 - Structured plan w/training records & instructions
- **INVOLVED SENIOR LEADERSHIP**
 - Training Managers & MAJCOM functionals, CCs & CCMs
- **CREATE A CAREER PATH TO PROFESSION**
 - Improve recognition, education/certification & link to professional orgs

NOT NEW TO AF - BUT NEW TO ENLISTED AIDES!



Why We're Going...

THEN **NOW**

Reporting Identifier 9G000 Special Duty Identifier 8A200 with career track

Hit or Miss training without documentation Structured/Institutionalized/ Documented

Informal functional / mentoring Formalized - Key positions
Networks key players - SNCO mentors

No functional recognition AF & DoD Award Programs

Not linked to service profession Civilian professional organizations offering certification/accreditation

Exempt from deployment AEF rotational tasking as CAOC Supt of Protocol, Al Udeid



Institutionalize Training Plan

- Implemented **3-tiered prgm** focused on skills development in **two tracks**: culinary & household management
 - **ORIENTATION** (First 12 mos - enroute when possible)
 - Culinary: 8 day basic course @ Randolph + 10 days in SecAF Mess
 - HM: 1 week in MAJCOM tng house w/certified senior aide
 - On the way in...open training record & establish bond
 - **QUALIFICATION** (1 to 2 yrs - first tour)
 - Culinary: Advanced Course @ Fort Lee (Joint school) - 4 weeks
 - HM: GOQ Mgmt (NAS JAX) + 10 days @ Starkey (Denver)
 - **ADVANCED** (2+ years)
 - Culinary: Self procured - local schools/hotels/restaurants
 - HM: Starkey Certified HM Program - 4 weeks

Note: Currently 20 Starkey Certified Household Managers



Testing the training!



I n t e g r i t y - S e r v i c e - E x c e l l e n c e



Linked to Profession...

- Recognition:
 - FY03 first period -- AF & DoD EA OF the Year - better in '04!
 - 2 Categories: Multiple (4*) & Single (3* below) Qtrs
 - Overall winner nominated to DoD level award
 - Sponsored by Military Hospitality Alliance & Starkey Int'l
- Professional Organizations:
 - Military Hospitality Alliance (MHA); Starkey Int'l; IFSEA & CCAF
 - Increased degrees, certifications recognition & competitions
- Annual Meetings/Workshops:
 - U&TW @ CORONA Fall -- MAJCOM EA Workshops - CCM Conf
- Standardized Professional Look :
 - Aiguillette - authorized...wear it!
 - Enlisted Aide civilian clothing uniform - standardized...



To Recap...

WHO ARE WE?

- Proud professionals performing a valuable mission & making a difference on a personal level
- Now with a technical & professional upgrade program
- Older, mature force - ready for new young talent...

----- ENTER THE BCA -----

HOW YOU CAN HELP

- Know & explain “the real deal”
- Look for folks with the “right stuff” & get them to us
- Work with the aide on your base to tell the story!



Enlisted Aide “101”

- **Who can be an enlisted aide?**
 - Special duty - 100% voluntary – all career fields eligible
 - No First Termers/enlisted aircrew/Guard or Reserve
 - Limit # of E-7/8/9's & critical AFSCs and those drawing SRBs
- **How are they hired?**
 - GO Assignment Announced
 - AFSLMO solicits volunteers for a particular position
 - Packages screened and nominations provided for review
 - One-on-One Interview process—spouse & CCM involvement critical
 - Execute PCS assignment ASAP – training enroute; but not often
- **Where they're at?**
 - 78 AF & 21 Joint auths -- currently 87 assigned
 - 4 Stars - auth 2 , 3 Stars/NAF/CTR & O/S WG/CC - auth 1
 - Several AF aides working for GO's from other branches...joint credit!



Who We're Looking For

- **SOLID RECORD OF PERFORMANCE**
 - **Motivated** self-starters & detail oriented
 - Most positions are one deep with no direct supervision
 - Quarters are dynamic yet often isolated workcenters
 - Capacity to **multi-task & adapt** to changing environment
 - GO schedules are unpredictable - both duty & social -- calm in a crisis!
 - Experience in **protocol, honor guard, culinary** workcenters a plus
 - However, attitude & aptitude to learn can overcome inexperience!
- **STRONG INTERPERSONAL SKILLS**
 - **Maturity** a must - most generals have raised their kids already!
 - **Ability to communicate** key to successful work relationship(s)
 - EA is often the key link to staff, family, & base support units
- **"SERVICE HEARTS"**
 - People who want to make a difference on a personal level - **prefer to serve**, rather than be served...



They look a lot like this!



Integrity - Service - Excellence



How to apply?

- **Review JQS & 797 on Misc Resources page of EA website**
 - Detailed list of duties gives better understanding of what you're applying for
- **Submit a formal package IAW AFI 36-2123:**
 - Last 5 EPRs
 - Resume
 - Describe as much as possible your training & experiences relevant to enlisted aide duties.
 - Highlight education, certifications, awards
 - Include personal interests/hobbies – this is personable business & resume should tell something about you
 - If no other, use targeted or functional resume in AFH 33-337, *The Tongue and Quill*
 - 2 Full length official photos in service dress
 - Originals or on disk
 - Letters of recommendation from Unit/CC & Wing CCM
 - Ad only LORs from Sr Officers/CMSgts with personal testimony of your ability/experience in event planning/protocol/senior officer support

Scan/e-mail or mail originals to AFSLMO POC (contact info on webpage)

- **Apply any time - won't submit for any opening not volunteered for**
 - Positions fill fast – best to have application on file – then vol for openings



Benefits...sure!

- **Unique & challenging special duty with potential for career growth**
- **Exposure to Air Force's senior leadership and opportunity to make a difference on a personal level**
- **Perspective of the institution & mission not many Airmen get**
- **Eligibility for CCAF degree in Hotel, Restaurant & Fitness Management**
- **Professional schools, certification & degree programs**
- **AF & DoD functional awards program**
- **Distinctive uniform...and much, much more!**



For more information...

Visit our website at:

<https://www.dp.hq.af.mil/afslmo/afslmoa/>

OR

CONTACT

CMSgt Gary E. "Doc" Murdock

Enlisted Aide Manager/Supt,
AFSLMO

&

MSgt Kevin G. Carpenter

Assistant Enlisted Aide Manager

**Air Force Senior Leader Management
Office**

**2221 South Clark St., Crystal Plaza 6,
Suite 500**

Arlington Virginia 22202

PHONE: (703) 604-8136 DSN 664

FAX: (703) 604-5060

E-MAIL:

gary.murdock@pentagon.af.mil

The screenshot shows the homepage of the Air Force Enlisted Aides website. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, Back, Forward, Stop, Home, Search, Favorites, Media, Mail, Print, and Links. The address bar shows the URL <https://www.dp.hq.af.mil/afslmo/afslmoa/>. The main header features the Air Force logo, three chevrons, and the text "Air Force Enlisted Aides" and "Air Force Senior Leader Management Office". To the right is the AFSLMO logo. On the left, a sidebar menu includes links for INFORMATION (About Enlisted Aides, Application, Current Openings, Positions), NEWS (What's New?), RESOURCES (Culinary, Household Mgmt, Grounds Maintenance, Schools/Orgs, Miscellaneous), and HOME PAGES (Enlisted Aides, General Officers, AFSLMO, AF/DP). The main content area shows a large photo of a group of people in a dining setting, with a circular inset showing three individuals. Below the photo is a yellow button. At the bottom, there's a notice about security and privacy, a Section 508 compliance logo, and a footer with links for Start, Inbox, Reminder, AIDE, BROCHURE.doc, BROCHUR..doc, Air Force Enlist..., and the current time (12:04 PM).

Integrity - Service - Excellence

kevin.carpenter@pentagon.af.mil



Questions?